

111.00 FINAL REPORTS

This section describes the final reports necessary for project closeout.

111.01 STATEMENT OF LABOR AND MATERIALS USED

Form FHWA-47 must be prepared and submitted for completed federal-aid projects on the National Highway System (NHS) that exceed \$1,000,000 combined total cost for roadways and bridges. This form is not required on those contracts that consist primarily of the installation of protective devices at railroad grade crossings, and beautification projects. Where a single contract includes more than one project, only one form should be submitted.

FHWA-47 provides data on material and labor used for various types of highway construction, and must be prepared in accordance with the instructions printed on the reverse side. The Contractor is responsible for furnishing the data for the materials, supplies, and labor portion of the form. The Resident/Regional Engineer is responsible for furnishing the other miscellaneous information required, checking the contractor's figures for reasonableness, and submitting the original along with the final estimate to the District Records Inspector (DRI).

Form FHWA-47 should be submitted by the contractor as soon as possible after completion of the contract so that final payment will not be delayed. It will be submitted with the final estimate (ITD-1009). English and metric versions of the form are available at www.fhwa.dot.gov/programadmin/contracts/fhwa47. It is good practice to give the form to the contractor at the preconstruction conference and again with the final ITD-2242.

111.02 AS CONSTRUCTED PLANS

As-constructed plans are to be made at the completion of each project, except for stockpile projects, and are retained in the District. The other copy is to be sent to the Roadway Design Engineer, if roadway plans; the Bridge Engineer, if major structure plans; or the Maintenance Engineer, if building plans.

These plans are to be kept current as information becomes available during the life of the project. This will avoid a long delay in getting them completed after the job is done and will not be such a burden during the time of finaling out a project. The month and year that the project is completed should be shown on each plan sheet.

It is important that changes in utility and right of way plans also be shown on the "as-constructed" plans.

111.03 SHOP DRAWINGS

Refer to Section 105.02 for submittal requirements.

111.04 FINAL ESTIMATE VOUCHER (ITD-1009)

For detailed guidelines for preparing, coding, and submitting estimate vouchers and related accounting documents, refer to the Financial Services Manual.

111.05 PROJECT QUALITY EVALUATION

Upon completion of a consultant-designed project or portion of a project (i.e., bridge design), the Resident/Regional Engineer must complete the ITD-767, Project Quality Evaluation. Prior to completion of ITD-767, the Resident/Regional Engineer may wish to review the evaluation made by the District Project Development Engineer which was submitted following the final design review. Forward the completed ITD-767 to the Consultant Agreement Administrator.

111.06 DOCUMENTS

The following documents are required:

ITD-2242 Elapsed Time and Work Status Statement showing date project was completed in its entirety, including work by state or local forces completed by the Region. District Engineer's letter of acceptance prepared by the DRI.

ITD-1996 Final Inspection and Review of Final Estimate and Records, for both Federal and State funded projects, prepared by the DRI. The ITD-1996 applies to contracts and work by local forces.

ITD-1865 for work completed by railroad and utility companies.

Form FHWA-47 Statement of Materials and Labor Used by Contractors on Highway Construction Involving Federal Funds required for contracts on the NHS greater than \$1,000,000. Part A to be completed by the Region, and Part B to be completed by the Contractor.

Material Summary Report prepared by the Residency/Region.

Final materials certification letter prepared by District Materials.

Letter of Surety.

Letter of acceptance by local entity, if applicable.